

REGISTERED COMPANY NUMBER: 03328704

REGISTERED CHARITY NUMBER: 1062241

**REPORT OF THE TRUSTEES AND UNAUDITED
FINANCIAL STATEMENTS FOR THE YEAR ENDED
30TH NOVEMBER 2021**

TOP CHURCH TRAINING

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FOR THE YEAR ENDING 30TH NOVEMBER 2021

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REPORT OF THE TRUSTEES

FOR THE YEAR ENDING 30TH NOVEMBER 2021

The trustees present their report with the financial statements of the charity for the year ended 30th November 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

The charity is governed by its Memorandum and Articles of Association which were signed on 21st February 1997. It was incorporated as a company limited by guarantee on 6th March 1997, number 3328704. On 7th May 1997 it was registered with the Charities Commission, number 1062241.

OBJECTIVES AND ACTIVITIES

TCT continues to provide support and services for the socially and economically deprived, for people of all ages who are considered to be lonely, isolated, vulnerable and living on low incomes. The objectives of the charity emphasise community support in all areas and to offer education and training in healthy eating as well as work experience in our community cafe.

Changes in the needs of the local inhabitants of Dudley and surrounding areas are reflected in the support services that TCT provides. The pandemic continues to put more people into the vulnerable group and to make the already vulnerable destitute. We include people of all ages, circumstances and backgrounds and our challenge is to respond quickly and appropriately in the short term whilst at the same time having clear and sustainable plans for the future. We work closely with other agencies in order to meet complex needs. We also aim to support local businesses and other charities wherever possible, and to run out activities with sustainability in mind.

The trustees policy is to ensure that the opportunities provided are appropriate to the needs of those identified and are of the highest quality. The enterprise is run by a full-time Chief Executive Officer. The number of staff has fluctuated this year and is set to increase again shortly.

ACHIEVEMENT AND PERFORMANCE

Despite the financial challenges presented by Covid19, TCT has had a positive year and has succeeded in raising funds to both sustain and expand our operation.

The pandemic heavily impacted our operational outcomes. Our ability to hold face to face 1-2-1 sessions and group activities has had to be modified continuously as regulations change. What we have done well is to react and to anticipate, so that our services have been continuous and have adapted to the needs of the community.

Mental Health support services are overwhelmed and waiting lists are growing for specialist support. Local primary schools are also overwhelmed with the need to feed and clothe the children. Families are struggling to pay bills, feed their families and stay together.

REPORT OF THE TRUSTEES

FOR THE YEAR ENDING 30TH NOVEMBER 2021

ACHIEVEMENT AND PERFORMANCE

The figures below reflect the fast and ever-changing needs of a flexible service taking us into new directions, but continue to deliver to our stated objectives.

- 48 Young people received mediation and advocacy support between Dudley MBC Benefits Team/Housing Support Teams and Supported Accommodation providers to prevent homelessness.
- 76 new referrals for support.
- 53 new referrals for volunteering - (24 for Harry's Café and 29 for the Allotments)
- 3000 meals distributed to individuals and families across Dudley Brough between January - March 2021 to 150 families.
- 26 families received crisis intervention support to prevent homelessness - linking them to more specialist Debt Management support, liaising with Landlords and Dudley MBC.
- Our Face to Face activities were able to resume in April 2021 with the Craft Groups proving to be most popular.
- 135 people attended the craft sessions
- 65 children and families attended Brunch Club - with over 2000 breakfasts served to individuals throughout this year.
- 64 people attended the Wellness Groups.
- 62 people attended the Allotment project.
- 46 people attended the Women's Group.
- 28 people attended the Men's Group.

A total of 1517 sessions were delivered throughout this time.

Holidays Activities Fund (HAF)

Throughout 2021, TCT were invited to support Dudley CVS in partnership with the Dudley MBC to deliver on the aims and objectives of the HAF programme. Targeting families on low incomes whose children were eligible for free schools meals. It was through this pilot that highlighted the social and financial issues faced by many families across the borough and the need for TCT to respond.

46 families engaged onto our "Seed to Plate/Healthy Eating" summer activities. Children were encouraged to learn how to grow and harvest their own fruit and vegetables and use these ingredients to create tasty meals.

822 lunch bags were prepared by volunteers at Harry's Café and delivered by staff to two local schools in the area. We soon identified the need to provide additional dinner bags, containing food for all family members and reports surfaced of children taking left over food to share at home.

The charity has continued to make a difference to supporting people in our local community through focusing on building confidence and self-esteem whilst increasing resilience, self-sufficiency and raising aspirations in their lives.

This year, Dudley CVS staff wanted to celebrate and show their appreciation for the work, tenacity and kindness their partners/colleagues showed in responding to the pandemic and supporting the most vulnerable in our communities. They did this through "Spotlights".

The experience that we have all had during lockdown is the condition that many of our service users experience on a daily basis whether there is a pandemic or not.

ACHIEVEMENT AND PERFORMANCE (continued)

TCT received a "Spotlight Award" for the way our organisation adapted our various activities and services to meet the needs of local people.

The Café has had to adapt, using the premises and kitchen in ever-changing directions. We have continued to seek funds to deliver services that help the disadvantaged in the area. We also adapted our one-to-one support out of necessity, but continued to give doorstep support, phone and on-line support. Staff organised on-line quizzes, coffee groups, craft activities and a men's and a women's group to provide much needed engagement and communication to cut through isolation.

One activity that continued throughout was the allotment project. This is successful on so many levels and we have expanded the service with an additional allotment for other groups. Of particular note was the inclusion of children at the allotment to engage them in the process of watching seeds grow to be eaten at harvest time.

We were also finally able to accept and celebrate The Queen's Award for Voluntary service which had been awarded last year. Our congratulations again to all our volunteers and staff.

Local MPs support the work that we do for the people that live in their constituencies. Mike Wood MP and Ian Austin MP have continued to show their support through visiting our café project and offering assistance with more complex challenges.

The trustees would like to extend particular thanks to Dudley CVS for their continued help and support in so many areas of our operation but in particular to Martin Jones and Becky Pickin. As we expand, their advice and expertise in fund raising and trustee recruitment will continue to be invaluable.

Twelve-Month Outlook

As we emerge from the pandemic and face up to the challenges from the increases to the cost of living, we are realistic that the next twelve months are going to be challenging for the local communities we support. We are in a strong financial position and the TCT team are motivated to deliver even more services and support to the local area. We must work hard on developing a robust two to three year financial and operational plan to secure our medium-term future because we believe that TCT can extend our reach and

OUR STAFF AND VOLUNTEERS

Our Chief Executive graduated from the SSE scheme this year. Congratulations to Karen. She is also a member of the Voluntary Sector Leaders forum led by Dudley CVS, to develop partnerships and influence change with Statutory and voluntary sector agencies. In providing these services, our staff need to be committed and adaptable, dedicated and tenacious. They have displayed all these qualities this year, sometimes at some personal cost. The same might be said of our numerous volunteers who freely give their time to helping those less fortunate. TCT would not be as robust, nor have gained such a sterling reputation without them and we thank them most gratefully.

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REPORT OF THE TRUSTEES

FOR THE YEAR ENDING 30TH NOVEMBER 2021

OUR FUNDERS

None of what we have achieved over the last 12 months would have been possible without the continued support of our funders, large and small, and we and our beneficiaries are grateful for their help. We are now in year 3 of the Big Lottery 3-year award from Reaching Communities, with a focus of targeting those considered to be lonely and isolated. This supports people aged 30+ through a variety of activities.

The Lloyds Bank Foundation enables us to continue supporting those aged 18-30 who are homeless or at risk of homelessness, basic financial management, careers advice and guidance and support with identifying suitable training or finding employment. The grant also supports our cafe trainee scheme. All these funders allowed us to adapt to the challenges raised by the pandemic and this approach supported our endeavours in reaching many more vulnerable people.

We have also received small and large donations from many sources. Our thanks to them all.

OUR TRUSTEES

This year we welcome David Durie as our Vice Chair and Chair-elect to the board and say goodbye to Robert Bowker. We wish Rob well for the future and thank him for his HR expertise and advice that he provided. We thank all trustees for their time and expertise.

OUR NETWORK

Top Church Training works in partnership with the following organisations: -

The Big Lottery; Dudley Council Access and Prevention Team; Just Straight Talk; The Brierley Hill Community Forum, West Midlands Police; The Brierley Hill Project; Lloyds Bank Foundation; Dudley Council Homeless Team; DWP Employment Officers - Job Centres; Chadd; Accord Housing; Dudley Counselling Centre; St Mary's Catholic Church; Dudley CVS; YMCA; The Phase Trust; The What Centre; Stonewater; Citizen's Advice; Black Country Foodbank; Adult's and Children's Social Care; Hear4Youth, Princes Trust, Dudley College, The Prior Community Centre, Dudley Counselling Centre, Hope Church, Saltbrook Place - Midland Heart, Public Health England, CCG & NHS, Walsall Council - ESF Community Grants Team, Citizens Coaching, Children In Need, Social School for Entrepreneurs, Integrated Plus Team, Hawbush Community Gardens, Dftra, Welfare Benefits Team, Operation Santa.

ACKNOWLEDGEMENTS

We were invited through Lloyds Bank Foundation to take part in their new initiative, "Community Connections". Linking Voluntary and Community Sector with a local Lloyds Bank branch. We were partnered with Lloyds Bank Dudley and quickly forged a strong working relationship with the Branch Manager Shaun Brettle and his team.

Throughout the year they have kindly supported many of our fundraising events whilst providing donations of selection boxes and gifts for our beneficiaries.

TOP CHURCH TRAINING

REPORT OF THE TRUSTEES

FOR THE YEAR ENDING 30TH NOVEMBER 2021

FINANCIAL REVIEW

Financial position

The trustees consider the financial position as stable and satisfactory for the level of income. Whilst there is an excess of expenditure over income for the year ending 30th November 2021, this is due to funding for activities and resources provided during the year being received in the previous accounting year.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1062241

Registered Company number

03328704

Principal address

30-32 High Street

Brierley Hill

West Midlands

DY5 3AE

Trustees

Mr D Durie (Vice Chair and Chair-Elect)

Mrs M C Hughes MBA (Treasurer)

Mr R Bowker (HR advisor) - resigned in year.

Independent examiner

R & P Accounting Services Limited

Spencer House

114 High Street

Wordsley

Stourbridge

West Midlands

DY8 5QR

Approved by order of the board of trustees on **4th April 2022** and signed on its behalf by:



Mr D Durie

TOP CHURCH TRAINING

ACCOUNTANTS' REPORT

FOR THE YEAR ENDING 30TH NOVEMBER 2021

Accountants' Report

You consider that the company is exempt from an audit for the year ended 30th November 2021. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year.

In accordance with your instructions, we have prepared the accounts which comprise of the Income and Expenditure Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of the information and explanations given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.



R & P Accounting Services Limited
Spencer House
114 High Street
Wordsley, Stourbridge
DY8 5QR

4th April 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
TOP CHURCH TRAINING

Independent examiner's report to the trustees of Top Church Training

I report to the charity trustees on my examination of the accounts of Top Church Training (the Trust) for the year ended 30th November 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



R & P Accounting Services Limited
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4th April 2022

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BALANCE SHEET

AT 30TH NOVEMBER 2021

		Year ended 30.11.2021 Total funds £	Year ended 30.11.2020 Total funds £
	Notes		
FIXED ASSETS			
Tangible assets	1	6,337.64	6,185.12
CURRENT ASSETS			
Cash at bank and in hand		148,390.80	160,560.43
Prepayments		0.00	0.00
Net current assets		154,728.44	166,745.55
Accruals and deferred income		(340.00)	(325.00)
TOTAL ASSETS LESS CURRENT LIABILITIES		154,388.44	166,420.55
CAPITAL AND RESERVES			
General fund	2	30,318.08	28,448.90
Restricted Reserves			
The Big Lottery	2	0.00	27,092.85
Lloyds Bank Foundation	2	24,457.31	(156.49)
Children in Need	2	0.00	10,297.40
Dudley MBC - Supporting People	2	17,346.63	28,806.95
Dudley MBC - CVS	2	2,053.77	0.00
Black Country Training Group	2	138.00	216.56
Café	2	23,948.02	51,602.36
Catering Overheads	2	21,003.20	0.00
Halas PCC	2	0.00	1.79
Hedley Charitable Trust for YMG	2	90.80	90.80
Activities Fund	2	5,327.23	1,311.10
Awards for All	2	7,621.00	0.00
Development Fund	2	5,020.27	6,345.36
Harry's Fund	2	5,624.58	5,874.58
Neighbourly	2	7,937.81	136.40
Innovation Fund	2	0.00	(1,409.03)
COVID Fund	2	3,501.74	7,761.02
TOTAL FUNDS		154,388.44	166,420.55

For the financial year ending 30th November 2021, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year ending 30th November 2021 in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on **4th April 2022**

and were signed on its behalf by



Mr D Durie

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 30TH NOVEMBER 2021

ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under the headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Café equipment and furniture	- 20% on reducing balance basis
Office equipment and furniture	- 20% on reducing balance basis

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objective at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING 30TH NOVEMBER 2021

1. Fixed Assets

	<u>Café Equipment</u>	<u>Office Equipment</u>	<u>Total</u>
	£	£	£
COST			
At 1st December 2020	7,112.40	619.00	7,731.40
Additions	1,087.95	648.99	1,736.94
At 30th November 2021	8,200.35	1,267.99	9,468.34
DEPRECIATION			0.00
At 1st December 2020	1,422.48	123.80	1,546.28
Charge for year	1,355.58	228.84	1,584.42
At 30th November 2021	2,778.06	352.64	3,130.70
NET BOOK VALUE			
At 30th November 2021	5,422.29	915.35	6,337.64
At 30th November 2020	5,689.92	495.20	6,185.12

2. General fund & Restricted Reserves

	<u>2021</u>	<u>2020</u>
	£	£
Balance at 1st December 2020	166,420.55	134,345.73
Excess of income over expenditure for year	(12,032.11)	32,074.82
Balance at 30th November 2021	154,388.44	166,420.55

TOP CHURCH TRAINING

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDING 30TH NOVEMBER 2021

	Year ended 30.11.2021	Year ended 30.11.2020
	£	£
INCOME		
Dudley MBC - Supporting People	31,210.18	23,506.17
Dudley MBC - Holiday Activities Fund	9,251.54	0.00
Dudley MBC - CVS	3,511.95	0.00
Children in Need	0.00	28,630.00
Lloyds Bank Foundation	44,323.00	19,026.00
The Café	3,671.16	51,938.04
Catering Overheads	21,003.20	0.00
Black Country Training Group	150.00	0.00
Activities Fund	5,148.00	833.00
ESF	0.00	11,604.82
Development Fund	0.00	3,254.11
Chadd	0.00	2,069.67
Eveson Charitable Trust	0.00	5,000.00
The Big Lottery	52,637.00	102,401.00
Harry's Fund	0.00	6,020.00
Clothworkers	0.00	10,000.00
Baroness Davenport	0.00	185.00
Neighbourly	10,159.50	400.00
Innovation Fund	6,000.00	3,150.00
COVID Fund	0.00	8,499.15
Awards for All	10,000.00	0.00
General Funds	7,695.67	1,385.28
Furlough Grants	3,145.81	3,090.97
	<hr/> 207,907.01	<hr/> 280,993.21
Bank Interest	10.17	77.46
TOTAL INCOME	<hr/> 207,917.18	<hr/> 281,070.67
EXPENDITURE		
Restricted funding expenditure:-		
Salaries:-		
Payroll Staff	145,831.39	175,092.58
Contractors	14,872.00	14,872.00
Workplace Pension Costs	2,731.09	3,298.14
Staff Expenses:-		
Payroll Staff	616.65	884.22
Contractors	363.58	403.60
	<hr/> 164,414.71	<hr/> 194,550.54
Depreciation charges for year		
Café equipment and furniture	1,355.58	1,422.48
Office equipment and furniture	228.84	123.80
	<hr/> 1,584.42	<hr/> 1,546.28

continued overleaf

TOP CHURCH TRAINING

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDING 30TH NOVEMBER 2021

	Year ended 30.11.2021	Year ended 30.11.2020
	£	£
Rent & Office Costs:-		
Café Cleaning	1,921.00	857.00
Café Rates & Water	922.25	0.00
Café Rent	6,000.00	5,000.00
Café Utilities	2,751.42	2,925.03
Office Rates & Water	320.88	653.84
Office Rent	5,499.96	5,899.96
Office Utilities	2,092.57	2,563.92
Other Rents	310.00	300.00
General expenses:-		
Activities Materials	348.08	177.32
Craft Materials	306.66	379.69
Food for COVID Deliveries	1,857.51	1,225.67
Group Expenses	0.00	200.22
Hardship Relief	2,400.57	0.00
Holiday Activities	4,823.42	0.00
Office Cleaning	2,289.21	1,577.00
Project Resources	1,300.67	1,222.14
Refreshments	403.10	53.99
The Café - Repairs & Maintenance	520.84	9,285.22
The Café - Running Expenses	4,070.38	6,989.04
Overhead Expenditure:-		
Equipment	2,494.84	1,394.76
Bank Charges	152.19	60.00
Telephone Charges	3,201.30	2,383.70
Legal & Professional Charges	3,900.18	484.29
Accountancy Charges	1,108.00	541.00
Computer Expenses	817.16	1,265.11
Course Fees & Training Costs	0.00	1,115.00
Insurance	2,282.31	1,281.63
Printing, Postage & Stationery	102.34	508.11
Office Sundries	756.99	54.89
Travel Expenses	174.40	8.20
Repairs & Maintenance	643.74	3,210.92
Sundry Expenses	178.19	1,281.38
	<u>53,950.16</u>	<u>52,899.03</u>
TOTAL EXPENDITURE	<u>219,949.29</u>	<u>248,995.85</u>
Excess of expenditure over income for year	<u>(12,032.11)</u>	<u>32,074.82</u>